

# Montgomery County Department of Housing and Community Affairs

HOME and HIF On-Site Tenant  
File Monitoring Form

Project Name:

DHCA Monitor:

Reporting Period:

Date:

## Lease Analysis

(circle one)

## Unit Information

Date of Original Lease

Address

Current Month to Month Lease ?

Yes

No

Unit Size

SRO/Studio 1 2 3 4 5 6 7

Family Size

1 2 3 4 5 6 7 8 9 10

## A.A. Rpt Comparision

(circle one)

Comments

Same Tenant/Unit

Yes

No

Income Matches

Yes

No

Rent Matches

Yes

No

Tenant Cont. Matches

Yes

No

## In-File Documentation

(circle one)

(amount)

Comments / Sources

Tenant Contribution Listed

Yes

No

\$

Utility Cost

Yes

n/a

No

\$

Subsidy Documentation

Yes

n/a

No

\$

Gross Rent Listed

Yes

No

\$

## Income Analysis

(circle one)

Comments / Sources

Tenant Income Listed

Yes

No

(amount)

\$ Frequency

Annually (Re)Certified

Yes

No

(date)

Documented

Yes

No

(source(s))

Within HOME/HIF Limits

Yes

No

Tenant Certified At % AMI

## Unit In Compliance With AMI Restrictions

Yes

No

## Unit Temporarily Out-Of-Compliance With AMI Restrictions

Yes

No

## Compliance Issues